



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 1320.1C
02

APR 8 1998

NSHS BETHESDA INSTRUCTION 1320.1C

From: Commanding Officer

Subj: REPORTING FOR AND DETACHING FROM DUTY/DUTY UNDER
INSTRUCTION (DUINS)

Ref: (a) MILPERSMAN
(b) NSHSBETHINST 1740.1G

Encl: (1) Check-in for Staff Flowchart
(2) Check-in for Officers DUINS Flowchart
(3) Check-in for "C" School Students Flowchart
(4) Check-out for Staff Flowchart
(5) Check-out for Officers DUINS/"C" School
Students Flowchart

1. **Purpose.** To promulgate procedures and instructions in accordance with references (a) and (b) for all military personnel reporting for, and detaching from, duty/DUINS at Naval School of Health Sciences (NSHS), Bethesda.

2. **Cancellation.** NSHSBETHINST 1320.1B

3. **Applicability.** This instruction applies to all military personnel assigned to NSHS Bethesda.

4. **Policy**

a. Check-in Procedures

(1) Staff personnel will report to the Administrative Support Department, Building 1, T-17, to begin the check-in process. They will be assisted with all aspects of the check-in process by their assigned sponsor as outlined in reference (b).

(2) Officer students reporting for DUINS who arrive prior to their class convening will report to the Administrative Support Department to begin the check-in process. Those students reporting on the first day of class will complete the check-in process en masse during orientation.

(3) Enlisted students reporting for a Class "C" school will report to the Technical Training Directorate (TTD), Building 1, to begin the check-in process. The Administrative Support Department will assist as needed.

b. Check-out Procedures

(1) For check-out purposes, the month of detachment is determined by the issuing authority of the Permanent Change of Station (PCS)/Transfer to Fleet Reserve/Retirement orders. When the specific date of detachment is not indicated on the orders, the actual date will be determined upon submission of the Personnel Support Activity Detachment (PSD), Bethesda, Transfer Information Sheet and approval by the member's chain of command.

(2) Staff personnel will report to the Administrative Support Department to begin the check-out process not more than 3 days prior to detaching.

(3) The check-out process for Class "C" school graduates and Officer students (DUINS) will be coordinated by the class advisor and completed en masse.

c. No personnel on medical or administrative hold, nor in a legal or disciplinary status will be transferred without specific approval of the Commanding Officer.

5. **Responsibilities**

a. Administrative Department / TTD shall:

(1) Ensure all newly reporting personnel possess the following records: field service, pay, health, dental and Physical Readiness Testing.

(2) Ensure all personnel are given the appropriate check-in/out sheet:

(a) Staff: Check-in/out Sheet

(b) Student: Check-in/out Sheet

(3) Ensure the check-in/out sheets are complete upon check-in, or prior to endorsing the member's orders upon detachment.

b. Directors / Department Heads shall:

(1) Ensure the Administrative Support Department is provided a class roster not later than the next working day after class convening.

c. Individuals shall:

(1) Ensure the appropriate check-in/out sheets are completed prior to reporting to assigned work area for new

personnel, or reporting to the Administrative Support Department/TTD for transferring personnel. All detaching personnel must have their orders endorsed by NSHS prior to departing.

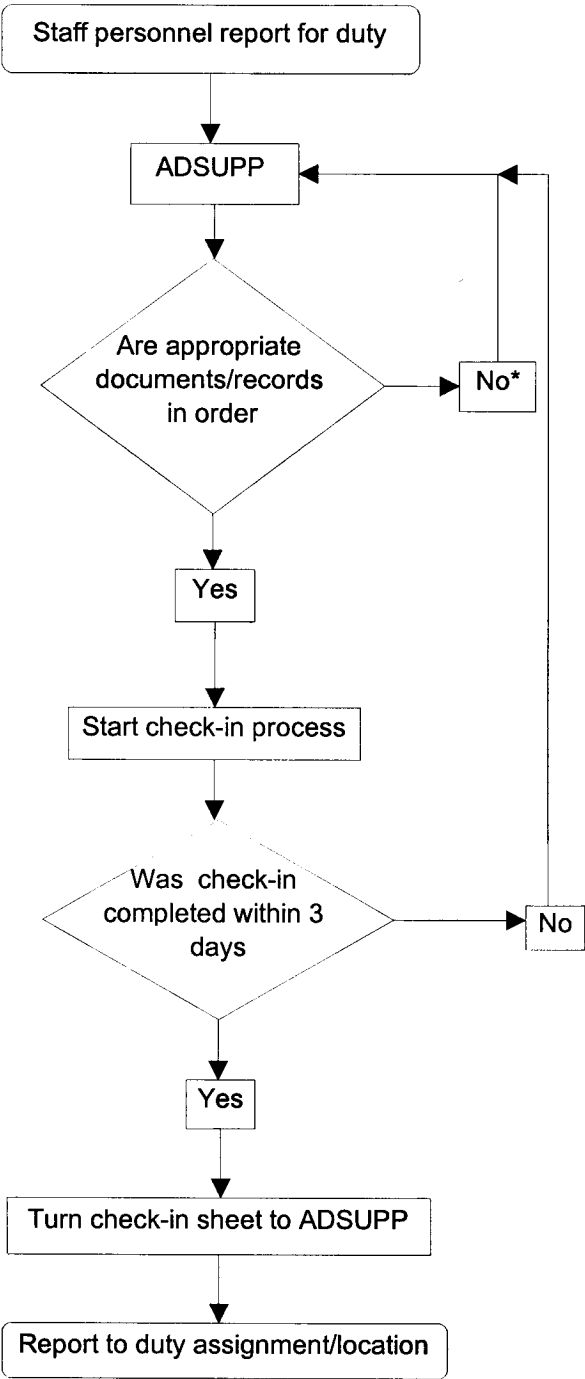
(2) Ensure the PSD Transfer Information Sheet is completed immediately and returned to the Command Career Counselor (enlisted) or PSD (officers) within five (5) working days of receipt.



J. F. CAFFEY

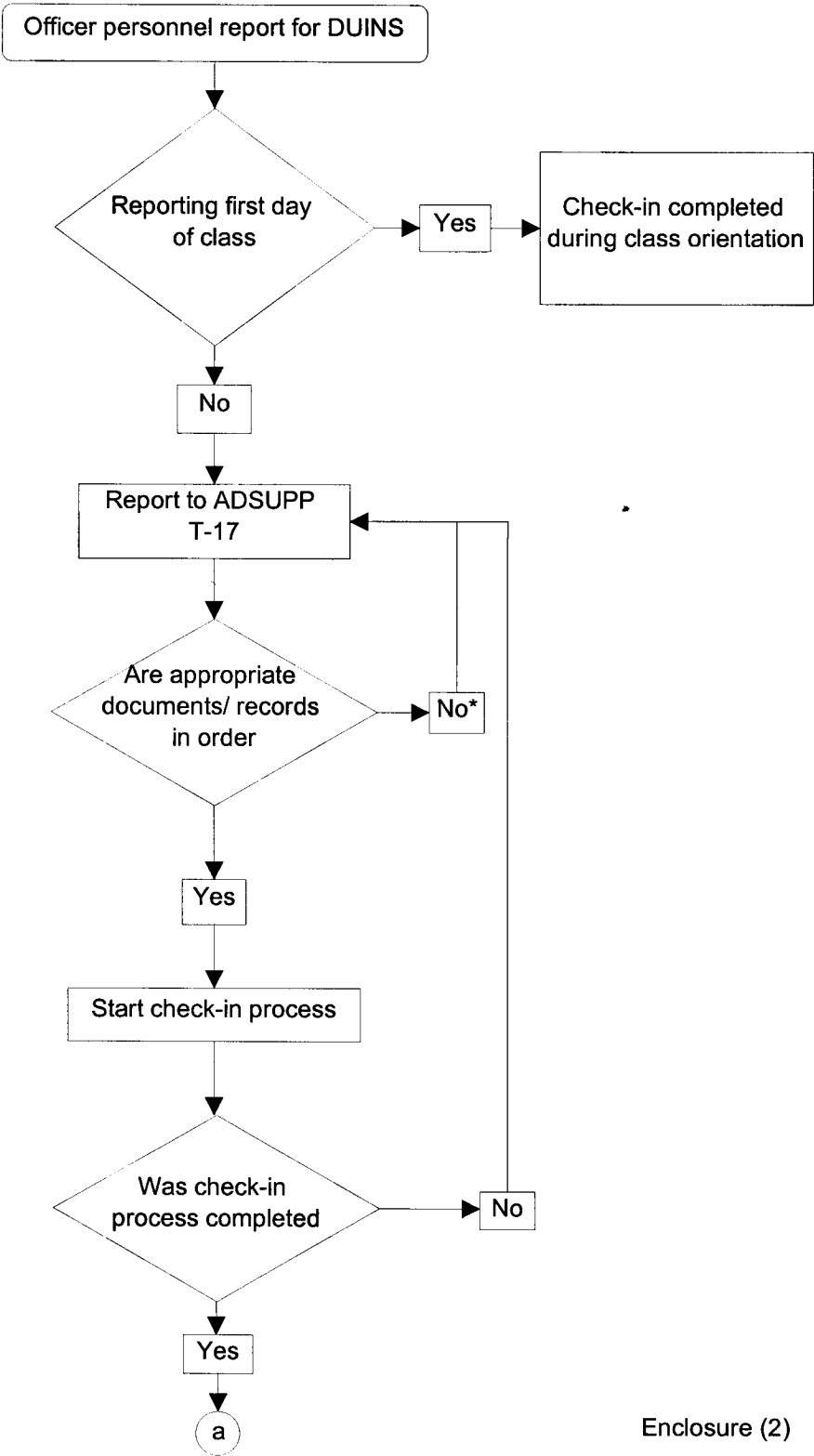
Distribution:
Lists I & III (less NNMC)

CHECK-IN FOR STAFF PERSONNEL

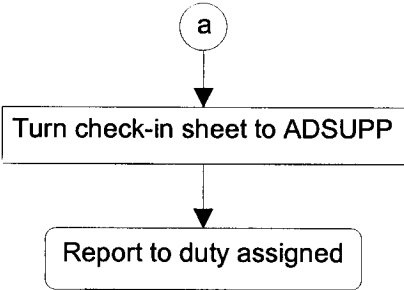


*ADSUPP will ensure new personnel possess: field service, pay, health, dental, and PRT records. If not, new personnel will make arrangements to obtain documents/records.

CHECK-IN FOR OFFICER PERSONNEL
DUINS

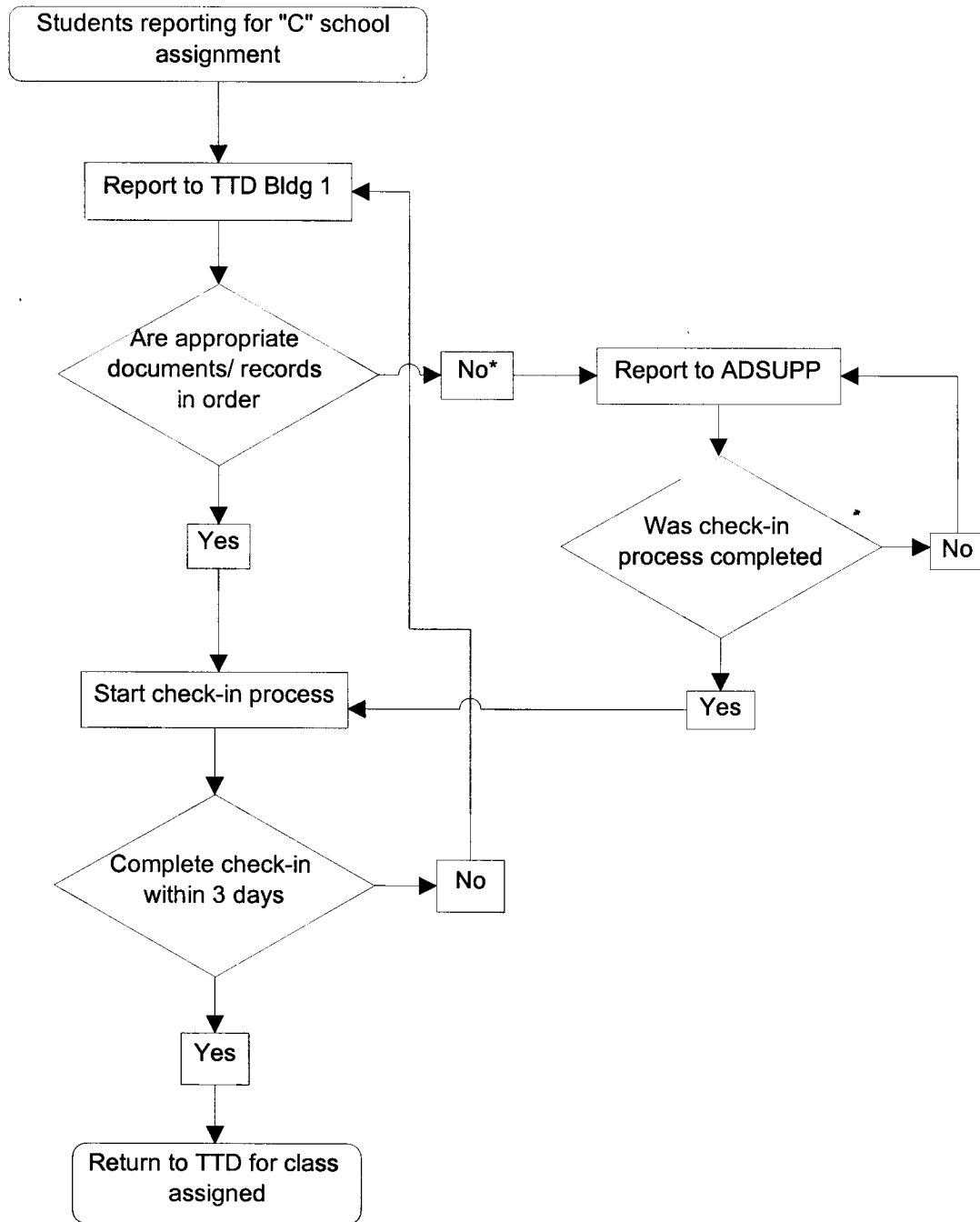


Enclosure (2)



*ADSUPP will ensure new personnel possess: field service, pay, health, dental, and PRT records. If not, new personnel will make arrangements to obtain documents/records.

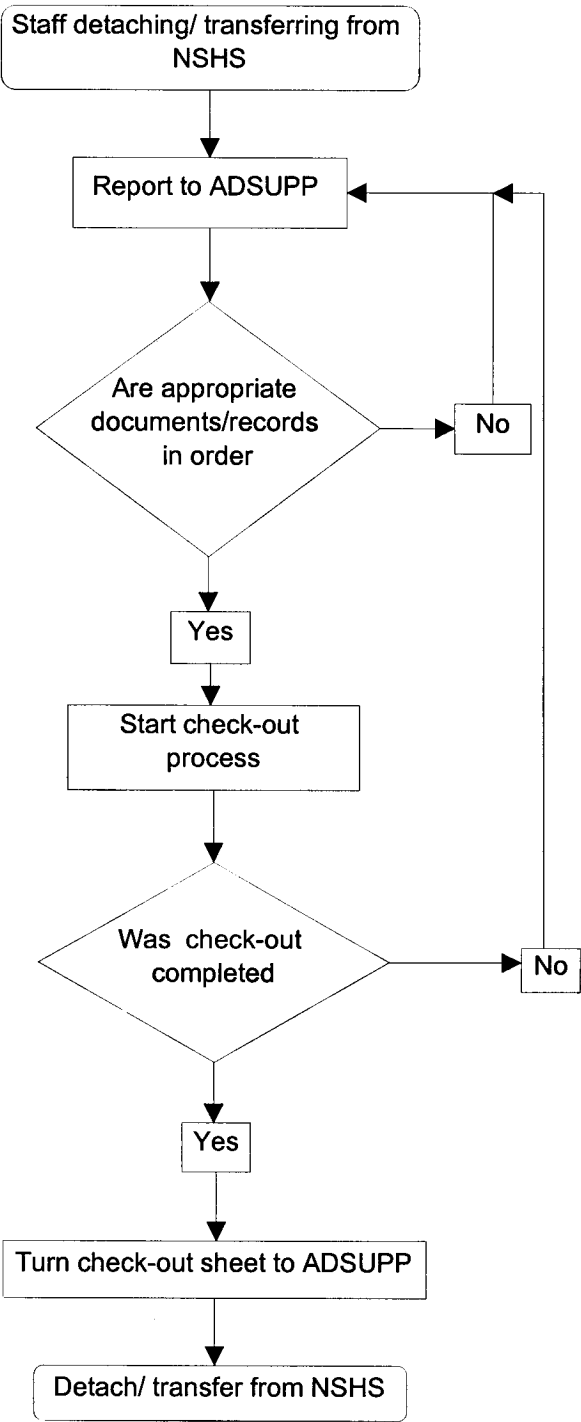
CHECK-IN FOR "C" SCHOOL STUDENTS



*ADSUPP will ensure new personnel possess: field service, pay, health, dental, and PRT records. If not, new personnel will make arrangements to obtain documents/records.

Enclosure (3)

CHECK-OUT FOR STAFF PERSONNEL



CHECK-OUT FOR OFFICERS DUINS/ "C" SCHOOL STUDENTS

